



## CONTROL CASHIER (MOTOR VEHICLE SERVICES), DMV SERIES

This multi-level recruitment is for:

**CONTROL CASHIER I (MOTOR VEHICLE SERVICES), DMV  
3MV10-01**

**CONTROL CASHIER II (MOTOR VEHICLE SERVICES), DMV  
3MV10-02**

Department:	Department of Motor Vehicles	
Final Filing Date:	June 18, 2013	
Type of Recruitment:	Departmental Promotional	
Salary:	Control Cashier I (MVS), DMV - \$2,846 to \$3,457 Control Cashier II (MVS), DMV - \$3,064 to \$3,727	
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent	Limited Term Full-time Limited Term Part-time Limited Term Intermittent

Exam Type: State-wide

**PLEASE PROVIDE AN ACTIVE, PERSONAL HOME EMAIL ADDRESS ON YOUR STANDARD STATE APPLICATION (STD. 678), AS YOU MAY RECEIVE IMPORTANT EXAMINATION INFORMATION ELECTRONICALLY.**

### INTRODUCTION

The Department of Motor Vehicles will be using the Control Cashier I & II (Motor Vehicle Services), DMV lists to fill Control Cashier I & II (Motor Vehicle Services), DMV and Control Cashier I & II (Vehicle Registration), DMV vacancies.

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### WHO SHOULD APPLY?

This is a departmental promotional examination for the Department of Motor Vehicles. Applicants must:

1. must have a permanent civil service appointment with the Department of Motor Vehicles or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date; or
2. be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years as defined in Government Code Section 18990; or
3. be a current or former non-elected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992; or

4. be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

**Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678).**

## FILING INSTRUCTIONS

**If you meet the entrance requirement for one or both examinations, you may apply for both examinations on a single application. Indicate the name(s) of the examination(s) for which you are applying in the appropriate section of the Standard State Application (STD. 678) and submit by the final filing date using one of the two options below:**

**Postmarked by mail to:**

Department of Motor Vehicles  
Selection and Certification Unit  
**Control Cashier I / II**  
P.O. Box 932315, MS A208  
Sacramento, CA 94232-3150

**OR**

**In person by 5 p.m. to:**

Department of Motor Vehicles  
Human Resources Branch  
"Selection & Certification Unit Drop Box"  
2415 1<sup>st</sup> Avenue, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95818

Standard State Applications (STD. 678) **must be placed in the "Selection & Certification Unit Drop Box" by 5 p.m. on the final filing date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will **not** be accepted. Standard State Application (STD. 678) will **not** be accepted via email or fax.

**PLEASE PROVIDE AN ACTIVE, PERSONAL HOME EMAIL ADDRESS ON YOUR STANDARD STATE APPLICATION (STD. 678), AS YOU MAY RECEIVE IMPORTANT EXAMINATION INFORMATION ELECTRONICALLY.**

Standard State Applications (STD. 678) may be downloaded at California Department of Human Resources' JOBS website at [www.jobs.ca.gov](http://www.jobs.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

## DEFINITION

**"Performing duties of..."** To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment or TAU to the class) specified.

**"Performing duties at a level of responsibility equivalent to..."** To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

**The eligible list created from these examinations will be used to fill future Control Cashier I/II (Motor Vehicle Services and Vehicle Registration), DMV vacant positions.**

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the *final filing date*.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### **CONTROL CASHIER I (Motor Vehicle Services), DMV**

#### **EITHER I**

Two years of experience in the California Department of Motor Vehicles performing the duties of either a Motor Vehicle Field Representative, six months of which must have been at the Range C level, or a Motor Vehicle Technician, six months of which must have been at the Range B level.

#### **OR II**

Three years of experience in a governmental or private agency in public contact work requiring knowledge of the regulations of the State of California governing the registration and transfer of motor vehicle ownership which must include at least one year of related cashiering experience. Experience in the California state service applied toward this requirement must include at least two years performing the duties at a level of responsibility equivalent to that obtained in the class of Motor Vehicle Field Representative, Range C.

### **CONTROL CASHIER II (Motor Vehicle Services), DMV**

#### **EITHER I**

Six months of experience in the California Department of Motor Vehicles performing the duties of a Control Cashier I (Motor Vehicle Services).

#### **OR II**

Eighteen months of experience in the California Department of Motor Vehicles performing the duties of either a Motor Vehicle Field Representative, Range C, or Motor Vehicle Technician, Range B.

#### **OR III**

Four years of experience in a governmental or private agency in public contact work requiring knowledge of the regulations of the State of California governing the registration and transfer of motor vehicle ownership which must include at least one year of related cashiering experience. Experience in the California state service applied toward this requirement must include at least three years performing the duties at a level of responsibility equivalent to that obtained in the class of Motor Vehicle Field Representative, Range C.

## POSITION DESCRIPTION

### **Control Cashier I (Motor Vehicle Services), DMV**

Incumbents receive, audit and deposit fees collected; perform the quality audit of registration transactions processed; maintain the office accountable item inventory; train Control Cashier relief personnel; and act as liaison between the office and the Network Control Center. A Control Cashier I (Motor Vehicle Services) may be assigned to assist a Control Cashier II (Motor Vehicle Services) in one of the largest offices.

### **Control Cashier II (Motor Vehicle Services), DMV**

Incumbents perform the most complex control, audit, inventory, and equipment functions due to the heavy volume of transactions and fees collected; are responsible for the technical quality of the work of the staff who assist in the audit of technicians' work and collections; and function as a member of the management team.

**Positions exist Statewide.**

## EXAMINATION INFORMATION

This examination will consist solely of a Training and Experience Questionnaire, weighted 100%. **Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.**

The Training and Experience Questionnaire will be either mailed or emailed in August/September 2013 to those candidates who meet the minimum requirements as stated on this examination bulletin.

## SCOPE OF EXAMINATION

### TRAINING AND EXPERIENCE QUESTIONNAIRE - WEIGHTED 100%

The Training and Experience Questionnaire will consist of statements designed to measure how your training and work history have provided you the essential knowledge and abilities listed below.

## KNOWLEDGE AND ABILITIES

### BOTH LEVELS

#### A. Knowledge of:

1. Sections of the Vehicle Code and the accounting regulations of the Department of Motor Vehicles relating to the collection, recording and processing of fees and disbursement of accountable items such as vehicle licenses, stickers, and plates relating to the registration and transfer of motor vehicle ownership.
2. Modern office procedures.
3. The mission of the Department of Motor Vehicles and its activities.
4. Methods of auditing daily cashiering work.
5. Methods of handling, receipting for and maintaining records of monies received.

#### B. Ability to:

1. Read and write English at a level required for successful job performance.
2. Apply the sections of the Vehicle Code and other laws including the Accounting Manual Regulations of the Department of Motor Vehicles.
3. Analyze situations accurately and recommend an effective course of action.
4. Meet and deal with the public.
5. Effectively guide the work of others.
6. Operate electric adding machines.
7. Operate a terminal device
8. Communicate effectively.

#### Special Personal Characteristics

1. Ability to qualify for a fidelity bond.

## VETERANS PREFERENCE

Veterans' Preference Points **will not** be granted for this examination, because it does not meet the requirements to qualify for Veterans' Preference Points.

## CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:  
<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>.

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection & Certification Unit at (916) 657-7553 three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection & Certification Unit at (916) 657-7553 three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or Performance Test fails to reach him/her three days prior to his/her scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Standard State Applications (STD. 678)** are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department, and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

**The Department of Motor Vehicles** reserves the right to revise the examination plan to better meet the needs of the state, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Criminal Record Clearance Information:** Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**In Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, or at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT